

ARIZONA CITRUS RESEARCH COUNCIL

1688 West Adams Street
Phoenix, Arizona 85007
(602) 542-3262

NOTICE OF AVAILABILITY OF FUNDS

RESEARCH GRANT PROGRAM MANUAL AND APPLICATION

MARCH 24, 2008

Dear Research Grant Applicant:

The Arizona Citrus Research Council (ACRC) is pleased to present the 2008 Research Grant Application Manual. These grant awards will be available to successful applicants in April 2008. This manual contains general program information, application guidelines, criteria, and application requirements.

All forms necessary to complete an application are available in this manual and may be reproduced.

Please contact Lisa James if you have any questions.

Lisa James
ACRC Administrator
Arizona Department of Agriculture
1688 W. Adams
Phoenix, AZ 85007
Telephone: 602-542-3262
Fax: 602-364-0830
E-mail: ljames@azda.gov

INTRODUCTION

ACRC GRANT PROGRAM

The Arizona Citrus Research Council has established a grant program to assist the Arizona Citrus producers in identifying solutions to production issues. All research findings, abstracts, and reports resulting from funds awarded through this grant process shall be made available to Arizona citrus producers through the ACRC. The ACRC is exempt from the provisions of Title 41 Chapter 24 Arizona Revised Statutes, pursuant to A.R.S. §41-2706 (B)(4) and instead awards grants according to the competitive grant solicitation requirements of A.A.C. R3-9-506 (attached).

FUNDING SOURCE

Funds for the ACRC grants are available primarily from per carton assessments on citrus grown in Arizona, pursuant to A.R.S. §3-468.04, as well as other monies in the ACRC fund.

For this grant cycle, approximately \$60,000 is available for the ACRC grants. The ACRC may award grants for multiple year projects. The ACRC may also award multiple grants from these funds contingent upon the availability of funds at the time of award.

DEADLINES

ACRC must receive completed applications no later than **3:00 p.m. on Tuesday, April 22, 2008**. *This is not a postmark deadline. Applications must be received by the grant deadline date and time.* Late applications received by the ACRC shall be returned without review. Applications will be publicly opened and stamped received on this date.

Applications must be delivered to:

Lisa James, Council Administrator
ACRC Grant Applications
Arizona Department of Agriculture
1688 W. Adams St.
Phoenix, AZ 85007

GENERAL COMPLIANCE

All proposed projects must comply with all applicable federal and state laws, and the terms of the grant contract signed after an award is made. The information contained in an application shall not be confidential. All applications shall be open for public inspection the next business day after the due date. The ACRC reserves the right to reject any application for failure to comply with requirements in this grant application and manual.

GENERAL INDEMNIFICATION

To the extent permitted by A.R.S. §41-621 and §35-154, the applicant shall indemnify, save and hold harmless the ACRC, the State of Arizona, its agents, departments, officers, advisory council members, contractors and employees from all claims, losses, damages, liabilities, expenses, costs and charges incident to or resulting in any way

from any injuries or damage to any person or any damage to any property caused by or resulting from the work performed due to the filing of this application or as a result of enforcement or monitoring undertaken due to the grant.

REPORTING REQUIREMENTS

A final report must be submitted within 90 days of the project duration end date or the final payment may be forfeited. A no-cost extension may be requested by notifying the council administrator. The request must be submitted, in writing, prior to the project duration end date.

RECORDS REQUIREMENT COMPLIANCE

As required by A.R.S. § 35-214, the awardee shall retain all books, accounts, reports, files, and other records relating to the acquisition and performance of the Grant award agreement for a period of five years after the completion of the Grant award agreement. All records shall be subject to inspection and audit by State of Arizona personnel at reasonable times. Upon request, the awardee shall produce a legible copy of any or all such records.

GENERAL ELIGIBILITY REQUIREMENTS FOR ALL APPLICANTS

PROPOSED PROJECTS

A.R.S. §3-468.02 (B) provides, the ACRC may authorize or contract for:

1. Research, development and survey programs concerning varietal development.
2. Programs for citrus pest eradication.
3. Programs concerning production, harvesting, handling and hauling from field to market.
4. Any other programs, excluding sales or marketing, that the ACRC deems to be appropriate for the purposes of A.R.S. §3-468.02 et seq.

A.R.S. §3-468.02 (C)(5) provides, the ACRC may make grants to research agencies for financing appropriate studies, or to purchase or acquire equipment and facilities consistent with A.R.S §3-468 et seq.

For this grant solicitation, the ACRC requests that applicants focus proposals in the following four areas:

1. Pest Eradication including insects, weeds and disease;
2. Citrus production, harvest and post-harvest techniques;
3. Citrus Varietal Development; or
4. Technology Enhancements.

It is anticipated that awards will be made in April of 2008. During the grant evaluation process, the ACRC may schedule applicant presentations. The ACRC may schedule time for each applicant to orally present its proposal at a meeting to be held in April of 2008. Presentations are voluntary, but the ACRC members may have questions of the applicant that can be addressed at that time. The Council Administrator will directly contact applicants with specific date and time information, and an agenda will be published at least 24 hours prior to the meeting.

APPLICATION INSTRUCTIONS

All applicants **must** adhere to the following instructions, in addition to other requirements as stated in this grant manual as well as A.A.C. R3-9-506 (attached), to be considered eligible for grants. **Proposed projects missing any of the subsequent information may be deemed ineligible.**

- Include a completed and signed Application Form and completed Proposed Project Description and Scope of Work.
- Include an itemized proposed project budget with all direct costs of the proposed project. The budget for the proposed project shall not include overhead expenses.
- Individual applicants (not part of a public agency or private entity) must provide documentation of lawful presence in the United States, pursuant to A.R.S. § 1-501 and 8 U.S.C. § 1621 (c)(1).
- The applicant must submit ONE (1) complete original application and five (5) additional copies. **The person authorized to receive funds must sign the original copy of the application and subsequent documents in the grant process.**
- Additionally, the applicant must submit an electronic version of the application in PDF format on CD.

CRITERIA

The following criteria shall be used by the ACRC for evaluating grant applications and awarding the ACRC funds.

1. The applicant's successful completion of prior research projects.
2. The extent to which the proposed project identifies solutions to current issues facing the citrus industry.
3. The extent to which the proposed project addresses future issues facing the citrus industry.
4. The extent to which the proposed project addresses the findings of any industry surveys conducted within the previous year.
5. The appropriateness of the budget request in achieving the project objectives.
6. The appropriateness of the proposal time-frame to the stated project objectives.
7. Relevant experience and qualifications of the applicant.

**APPLICATION
ACRC Grant Program**

INFORMATION SHOULD BE TYPED OR CLEARLY PRINTED

Company/Organization Name:_____

Contact Name/Title: _____

Mailing Address:_____

City:_____ **State:**_____ **Zip:**_____

Phone: (_____) _____ **Fax:** (_____) _____

Email Address:_____

Project Title: _____

Funding Amount Requested: _____

I hereby certify that the information in this application is true and correct to the best of my knowledge.

**Authorized
Signature:** _____

Title: _____

Print Name: _____

Date: _____

PROPOSED PROJECT DESCRIPTION AND SCOPE OF WORK

Part I. In detail, please identify your proposed project and personnel. This should include: the project title, the principal investigator(s), all cooperating personnel, and the location(s) where the project will be undertaken.

Part II. In detail, please explain the rationale behind your proposed project. Explain the significance, need, and benefit to the industry, previous work on the subject (if any), and the long range objectives for the project with appropriate objective timeline.

Part III. How will you measure the progress and performance of your proposed project? What are your immediate objectives during the grant period?

Part IV. Please explain and include a timeline for your expected work product, with a brief synopsis of any and all work and procedures planned during the grant period.

Part V. Please include an itemized budget of how grant funds will be spent. It is suggested that you use the “Suggested Budget Format” included in this manual.

**ARIZONA CITRUS RESEARCH COUNCIL
SUGGESTED BUDGET FORMAT**

A. SALARIES	Amount Requested from ACRC (Individual Amounts)	<u>Totals</u>
Technician	_____	_____
Lab Assistant	_____	_____
Secretary	_____	_____
Other	_____	_____
Employee Benefits ¹	_____	_____
Subtotal	_____	_____
 B. SUPPLIES AND EXPENSES		
Materials	_____	_____
Equipment	_____	_____
Laboratory	_____	_____
Analysis	_____	_____
Computer Analysis	_____	_____
Field Operations	_____	_____
Travel	_____	_____
Miscellaneous	_____	_____
Subtotal	_____	_____
 C. TOTAL		=====
 Net Request		_____

¹ These are specific percentages, depending on employees' category. Consult department administrative assistant or business office.

DEFINITIONS AND ABBREVIATIONS

“ACRC” means the Arizona Citrus Research Council.

“Authorized signature” means the signature of an individual authorized to receive funds on behalf of the applicant and the person who becomes responsible for the execution of the applicant’s project.

“Awardee” means a successful applicant whom the ACRC awards grant funds for research on a specific project.

“Grant” means an award of financial support to an applicant according to A.R.S. § 3-468.02 (B) and (C)(5).

“Grant award agreement” means a document that advises the applicant of the amount of money to be awarded following receipt by the ACRC of the applicant’s signed acceptance.

CHECKLIST

- ☐ **Signed and completed application form**
- ☐ **Completed project proposal description (Parts I –V)**
- ☐ **Detailed project budget proposal**
- ☐ **Documentation of lawful presence in the United States if applicable.
(See application instructions on page 5)**
- ☐ **One original copy of the application and five (5) copies.**
- ☐ **One electronic version of the application in PDF format on CD.**

ARTICLE 5. ARIZONA CITRUS RESEARCH COUNCIL

R3-9-506. Grants

A. Definitions.

1. "ACRC" means the Arizona Citrus Research Council.
2. "Authorized signature" means the signature of an individual authorized to receive funds on behalf of the applicant and responsible for the execution of the applicant's project.
3. "Awardee" means a successful applicant to whom the ACRC awards grant funds for research on a specific project.
4. "Grant" means an award of financial support to an applicant according to A.R.S. § 3-468.02(B) and (C)(5).
5. "Grant award agreement" means a document advising the applicant of the amount of money awarded following receipt by the ACRC of the applicant's signed acceptance.

B. Grant application process.

1. The ACRC shall award grants according to the competitive grant solicitation requirements of this Article.
2. The ACRC shall post the grant application and manual on the ACRC's web site at least four weeks before the due date of a grant application.
3. The ACRC shall ensure that the grant application manual contains the following items:
 - a. Grant topics related to ACRC programs specified by A.R.S. § 3-468.02(B) and (C)(5);
 - b. A statement that the information contained in an application is not confidential;
 - c. A statement that the ACRC funding source is primarily from per carton assessments on citrus grown in Arizona;
 - d. An application form including sections about the description of the grant project, scope of work to be performed, an authorized signature line, and a sample budget form;
 - e. A statement that the applicant shall not include overhead expenses in the budget for the proposed project.
 - f. The criteria that the ACRC shall use to evaluate an application;
 - g. The date and time by which the applicant shall submit an application;
 - h. The anticipated date of the ACRC award;
 - i. A copy of the ACRC grant solicitation rules; and
 - j. Any other information necessary for the grant application.
4. The ACRC shall not consider an application received by the ACRC after the due date and time.

C. Criteria. The ACRC shall consider the following when reviewing a grant application and deciding whether to award ACRC funds:

1. The applicant's successful completion of prior research projects.
2. The extent to which the proposed project identifies solutions to current issues facing the citrus industry.
3. The extent to which the proposed project addresses future issues facing the citrus industry.
4. The extent to which the proposed project addresses the findings of any industry surveys conducted within the previous year.
5. The appropriateness of the budget request in achieving the project objectives.
6. The appropriateness of the proposal time-frame to the stated project objectives, and
7. Relevant experience and qualifications of the applicant.

D. Public participation.

1. The ACRC shall make all applications available for public inspection by the business day following the application due date.
2. Before awarding a grant, the ACRC shall discuss and evaluate grant applications and proposed projects at a meeting conducted under A.R.S. § 38-431 et seq.

E. Evaluation of grant applications.

1. The ACRC may allow applicants to make oral or written presentations at the public meeting if time, applicant availability, and meeting space permit.
2. The ACRC may modify an applicant's proposed project in awarding funding.
3. The ACRC shall notify an applicant in writing of the ACRC's decision to fund, modify, or deny funding for a proposed project within 10 business days of the ACRC decision. The ACRC shall notify applicants by the U.S. Postal Service, commercial delivery, electronic mail, or facsimile.

F. Awards and project monitoring.

1. Before releasing grant funds, the ACRC shall execute a grant award agreement with the awardee. The awardee shall agree to accept the grant's legal requirements and conditions and authorize the ACRC to monitor the progress of the project by signing a grant award agreement.
2. The ACRC shall pay no more than 50% of the grant in the initial payment to the awardee.
3. During the term of the project, the awardee shall inform the ACRC of changes to the awardee's address, telephone number, or other contact information.
4. The ACRC may require an interim written report or oral presentation from the awardee during the pendency of the project.
5. The ACRC shall not award the grant funds remaining after the initial payment until the awardee submits to the

Notices of Final Rulemaking

ACRC:

a. A final research report, and

b. An invoice for actual final project expenses not exceeding the remaining portion of the award.

6. The ACRC shall make research findings and reports resulting from any grant awarded by the ACRC available to Arizona citrus producers.

G. Repayment. If the awardee does not complete the project as specified in the grant award agreement, the awardee shall return all unexpended grant funds within 30 days after receipt a written request by the ACRC.